

Team he-hu-ho-jo Contract

1. Expected level of achievement and effort for each team member

We expect each team member to deliver on their parts, and every week, we will recalibrate the workload distribution. If anyone needs help, we will keep in contact via Messenger and other teammates can help. We also want to give a level of autonomy, trusting each member to make design decisions while developing and communicate those to the team when important.

2. Personal goals for each team member

- *Kelly He*: maintain clear and consistent communication among all team members, and reach out to help others wherever I can. I also want to become a better full stack developer and learn about the most efficient ways to implement things, as well as the best UI design for our purposes.
- *Kelly Ho*: collaborate and communicate effectively with my team on the final project. I'm interested in improving my full stack development skills, but I'd especially like to gain more experience with front end development and designing an easy to navigate website.
- *Zach*: contribute an equal amount of work to the final product we are creating. Additionally, I want to feel comfortable creating an application/website end-to-end by the end of this project, since this will essentially be the last thing we do in 6.170. Specifically, I want to feel comfortable creating a backend from scratch, as well as creating a robust and reactive frontend that works in tandem with the backend (aka I want to gain full-stack web development skills).
- *Grace*: work collaboratively and communicate effectively and efficiently with my teammates; practices more full-stack web app development and learn best practices for designing complex applications.

3. Frequency, length and location of team meetings

Depending on the deadline calendar, we will meet around weekly for about an hour. We will all be flexible for meeting location and length because it'll depend on the upcoming assignments due.

4. How quality of work will be maintained

For our workflow, we will use branches and pull requests. When a member opens a pull request, they should add pictures if there are front end changes. The other members are expected to review the code to maintain quality and help test to mitigate bugs and that it didn't affect existing features either.

5. How tasks will be assigned, and what to do if deadlines are missed

We will assign tasks based on the natural progression for each assignment. If we need to make a video or conduct interviews, it makes more sense for us to be together so we will work synchronously. For coding tasks, we will split by either backend or frontend tasks, or by implementing entire concepts. Depending on each of our personal goals, if someone wants to implement a backend feature, we will accommodate and be flexible so that we can learn what we're interested in. However, we do expect the same level of hours, which we will determine by estimating and scoping out the tasks. Also, each person should document and test the code that they worked on.

6. How decisions will be made and disagreements resolved

In general, during our weekly meetings, we will make any big decisions and bring up anything we foresee being worthy of discussing as a group. However, for smaller decisions such as size of a button, we will trust the developer to make that decision themselves. They can then document that decision in the pull request, and if anyone disagrees, we can talk about it before we merge the pull request. If we have

disagreements, each member is expected to bring up the topic either in our meeting or in the group chat for further discussion until consensus is reached.